

2 February 1960

Official Record Copy

Office of Personnel

OFFICE OF PERSONNEL MEMORANDUM NO. 22-100-2

SUBJECT: Travel and Transportation Expenses for Appointees

REFERENCES: a. Memorandum from DD/S approved by DCI 9 January 1960, (ER 60-144), Subject: Payment of Travel Expenses for Appointees
b. OPM 20-605-12, dated 2 July 1958, Subject: Revised Minimum Pay Rates for Engineering Scientific, and Medical Officer Positions

RESCINDED BY
OPM 20-605-15
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RESCSSIONS: a. OPM 22-100-1 (2-59), dated 13 February 1959
b. D/Personnel Special Memorandum No. 21, dated 6 April 1957

1. Reference a. authorizes the Director of Personnel to approve reimbursement of travel expenses to individuals who have earned graduate degrees and who are being appointed to economist positions, or to individuals being appointed to the positions listed in reference b., or to certain appointees who are disqualified during EOD processing. This authorization has been granted by the Director of Central Intelligence pursuant to section 8(a) of the Central Intelligence Agency Act of 1949, as amended, and may be extended to other categories, or withdrawn, by the Deputy Director (Support) as the needs of the Agency dictate.

2. Reimbursement of appointees to economist and other positions as designated in reference b. is for travel to Washington, D. C. from the appointee's place of residence. Reimbursement to disqualified appointees is for travel to and from Washington, D. C. and the place of residence. In either case, reimbursement will be governed as to amount and allowable items by Standardized Government Travel Regulations. Also in either case, reimbursement constitutes additional compensation (chargeable as object class 01) and is taxable as such.

3. Recruitment Officers and Personnel Representatives are responsible for briefing candidates being considered for employment in positions for which travel and transportation expenses may be authorized. In doing so, they must caution each candidate against performing travel prior to receiving a written authorization which specifically invites him to enter on duty. The attached Memorandum of Understanding will be transmitted to the individual at the time he is invited to enter on duty with the request that he complete and return it as soon

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as practicable. If the Memorandum has not been received by the time the person enters on duty, the Appointment Clerk will have the individual complete and sign one copy. The signed Memorandum will be forwarded to the appropriate division of the Office of the Comptroller with the approved travel voucher.

4. Each case in which reimbursement for travel and transportation expenses is proposed will be referred to the office of the Director of Personnel for review prior to transmittal of the in-process letter. Prior to transmitting the EOD letter, the Personnel Representative concerned will obtain a Travel Order from the sponsoring operating component which will include certification of the availability of funds and, under the Special Provisions section, the approval of the official authorized to sign personnel action requests for that component. The Travel Order will be identified by the operating office's symbol and allotment number. The approval line will be left blank for signature in the office of the Director of Personnel. The regular payrolling of the individual concerned will determine whether claims are paid from vouchered or confidential funds.

5. The employee's claim for reimbursement will be submitted by the employing office in the same manner as for other travel vouchers, with the exception that vouchers will be routed through the Personnel Operations Division for the attachment of the signed Memorandum of Agreement and appropriate flagging to indicate that it is chargeable to object class 01 rather than 02.

6. Determination regarding the refund of such payments if the appointee is separated within twelve months of appointment will be made by the Director of Personnel.

7. Payment of round trip travel expenses of individuals who are disqualified for employment within 120 days of appointment is authorized in certain cases. Such cases will be processed by the Special Assistant to the Director of Personnel and submitted to the Director of Personnel for approval. Such claims are paid from Office of Personnel funds and no action is required by the employing office.



GORDON M. STEWART
Director of Personnel

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Attachment

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MEMORANDUM OF UNDERSTANDING
Concerning Travel Expenses

As an applicant for employment with a classified activity of the United States Government, I understand that if I am accepted for employment I will be entitled, as part of my compensation, to reimbursement of travel expenses for myself and my dependents and transportation of my household effects from _____ to Washington, D. C., subject to the following conditions:

1. Reimbursement will not exceed the maximum allowable for a domestic transfer under Executive Order 9805 and the Standardized Government Travel Regulations as the same may be amended.
2. If I incur travel and transportation expense without prior written authorization, I do so at my own risk.
3. If I voluntarily leave the employ of the agency within one year after entry on duty I may, within the agency's discretion, be required to refund reimbursement received.
4. It is my responsibility to report this reimbursement as part of my compensation (income) under Federal and State income tax laws.

Signature: _____

Date: _____

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